

Unlike GroupWise, Outlook is limited to setting up a meeting series in a rigid pattern. Use the work-around below to create a more flexible meeting series pattern. This approach is suitable as long as there is a stable recurrence pattern with a few exceptions.

Start with a series of appointments (not meetings):

1. Set up a recurring **appointment** on the most common day/time combination.
Do not invite others yet.
2. Now that you have a close approximation of all your scheduled meetings, go into your Calendar and move around the generated appointments via **drag & drop** to the correct day/time combination for that week. You can even drag the top and bottom edges of the appointment to increase or decrease its duration.
3. A pop up Microsoft Outlook dialogue box will ask you to confirm your changes. Date changes for an occurrence require confirmation. Time changes will not prompt you.
4. Select **Yes** to confirm your changes.

Turn your recurring appointments into a meeting series:

5. Once you've made all the changes and want to turn this into an actual meeting, double-click on an occurrence and **select to open the entire series**.
6. **Add your attendees.**
7. Click **Send** to send out the meeting series request.
8. The attendees will now receive an invite for the series and an additional invite for each exception.

To skip an occurrence:

1. If you happen to skip a week, simply select the meeting and press **Delete**.
2. You now get a prompt to select whether to delete the series or just the selected occurrence.

Select to **only delete the occurrence** and move to the next.

Note: If this is already an actual meeting, then a new message will open to send out a cancellation for that occurrence.

To add an occurrence:

1. If you want to add an extra occurrence for a week, drag the appointment for that week with the right mouse button to the correct day/time combination and release the mouse button.
2. You will now be prompted, asking if you want to move or copy the item. Select **copy**.
3. If this is an actual meeting item, double click the item to open it and select **Send** to send out the meeting request since this occurrence is no longer linked to the actual recurring appointment.

<http://www.msoutlook.info/question/549#groupedset>
